

SUSTAINABILITY MANAGER



Purpose of Position

The Sustainability Manager is accountable for leading and developing sustainability objectives, initiatives, and strategies in collaboration with all GVHA departments. Reporting to the Vice President, Strategic Partnerships and Innovation, this role builds and sustains a strategic approach to GVHA's overall sustainability program and environmental initiatives. This role creates awareness and influences practice internally and externally through strong initiative and relationship building skills. Scope of the work includes all GVHA assets and partners, which is a complex blend of a vibrant and harmonious working harbour that includes industrial usage, small and large boaters, major cruise port, commercial operations, public access and Indigenous partnership.

Specific Accountabilities

Sustainability Program Development and Implementation

- Develops GVHA overall sustainability strategies, guidelines and best practices.
- Develops systems, work practices, and procedures to successfully execute on strategy and policy, and ensures all strategies, guidelines and practices align with current legislation and regulations.
- Develops sustainability policies and leads initiatives for GVHA that meet our vision, mission, and guiding principles. Works to integrate environmental sustainability strategies such as air quality, waste and greenhouse gas reduction work into larger sustainability framework.
- Maintains inventory of GVHA sustainability policies, guidelines, and programs.
- Ensures broad application and understanding of sustainability, including social, cultural and environmental perspectives.
- Maintains records, prepares reports, and composes correspondence to the Board and GVHA stakeholders on sustainability topics.
- Assist departments in development of sustainability goals and metrics specific to their work areas.
- Ensures commercial agreements with customers have language that is driven by GVHA sustainability policies and are enforceable by GVHA and works to positively influence sustainability efforts of customers.
- Works collaboratively with teams to ensure compliance with all applicable legislation.
- Identifies social and environmental sustainability risks and incidents; and provides regulatory summaries and recommendations to leadership.
- Facilitates training and support to employees on implementation of sustainability strategies, guidelines and best practices and ensures environmental regulatory compliance.
- Develops internal mechanisms to support matrixed responsibilities for sustainability, such as internal committees.
- Assists in the preparation of sustainability initiative budgets; monitors, verifies and reconciles expenditure of budgeted funds as appropriate.
- Identifies and pursues grant funding, rebate opportunities, or other savings programs from public and private sector organizations.

Stakeholder Relationships and Sustainability Program Management

- Promotes and raises awareness of the impact of emerging sustainability issues, whether legislative or best practices to all GVHA stakeholders.
- Liaises with government agencies, First Nation partners, stakeholders and community regarding GVHA's sustainability initiatives.
- Acts as GVHA representative on local sustainability committees.

- Collaborates with GVHA Member Agencies on provincial, regional, and local sustainability goals and initiatives.
- Participates in networking opportunities that are key for sustainability opportunities.
- Facilitates the inclusion of GVHA into international, national, and municipal initiatives such as the Clean Marine BC program, Green Marine program, and Climate Smart program including third party audit verification of GVHA properties.
- Collaborate with leadership on participation in the Pacific Northwest to Alaska Green Shipping Corridor initiative.
- Collaborates with all leaders and managers to ensure alignment across all GVHA strategies and priorities.

Facility Development, Asset Management and Research

- Supports and advises on sustainability issues and work practices associated with GVHA capital projects, procurement, repairs and maintenance.
- Facilitates GVHA's properties' compliance with the Federal and BC Ministry of Environment legislation and regulations.
- Supports planning of capital and maintenance initiatives.
- Providing input on sustainability measures and practices.
- Manages compliance and implementation of environmental permits through management and technical oversight of field monitoring, inspection, documentation, contract management and reporting.
- Prepares applications and submittals of environmental permits for project developments.
- Advises on emergency plans and business continuity plans for GVHA.
- Reviews technical journals and manuals, monitors trends, attends seminars, and participates in professional activities to maintain skills and knowledge and to keep current on new technologies for sustainability programs and practices.

Working Conditions

- Open office environment.
- Regular, full-time position (40 hours/week), weekdays.
- Following 90-day probation period, eligible to work two days a week from home.
- Evenings and/or weekends may be necessary based on operational need.
- Regular site/field visits for research purposes.

Experience and Education

- Minimum bachelor's degree in environmental science, sustainable community development, or related field preferred.
- Certification(s) such as Certified Energy Manager (CEM), PMP, BOMA, IFMA, or LEED AP considered an asset.
- Minimum five years' experience in a research or policy development field.
- Minimum five years' experience drafting policies and best practices.
- Experience with implementing project management methodology.

Knowledge, Skills, and Abilities

- Knowledge of local, regional, and international sustainability issues and opportunities.
- Awareness of Indigenous partner rights and strategic objectives connected to sustainability.
- Thorough knowledge of and proficiency with a variety of software programs including MS Office Suite.
- Strong time management and organizational skills.
- Excellent interpersonal and communication skills.

- Strong attention to detail.
- Ability to exercise tact, good judgment, confidentiality, and flexibility in project delivery.
- Ability to establish and maintain effective working relationships with a variety of individuals with diverse or competing interests or diverse perspectives to meet GVHA's environmental objectives.
- Ability to prioritize workload and manage multiple tasks while taking into consideration changing priorities, tight deadlines, volume of work and available resources.
- Ability to mobilize resources across multiple teams.
- Ability to manage projects including overseeing external contractors.
- Ability to provide concise and accurate information verbally and in writing, including reports and correspondence suitable to the audience.
- Ability to maintain confidentiality and integrity of all GVHA documents and information.
- Ability to adapt to changes in work environment, work assignments, and/or changes in organizational priorities.
- Ability to provide leadership in motivating and training of employees in new environmental procedures/changes.
- Ability to work independently and be self-directive on initiatives.
- Ability to engage and work collaboratively with internal and external stakeholders.